

Salem Covenant Church (SCC) GENERAL USE PROCEDURES

- All facility use must be reserved and placed on the church calendar.
- SCC building and properties will be used for nonprofit events.
- SCC reserves the right to cancel a reservation.
- Individuals making a room request assume responsibility for following the procedures for the use of the building.
- All scheduled activities will be limited to reserved space.
- It is the responsibility of the person(s) granted permission to use the building to enforce the church's guidelines.
- All activities at SCC will be conducted in a manner befitting a sacred place.
- The entire building is smoke free; smoking is not allowed in the building.
- Alcoholic beverages are never allowed in the building or on the grounds.
- Groups must provide adequate supervision for their activity.
- Materials will not be taped or affixed to walls, doors, windows, or furnishings without approval from custodians or church staff.
- Salem will make available any furnishings, which are a regular part of a reserved room.
- Requests for special equipment and room setups should be made the same time as the reservation.
- If equipment is lost or damaged, the responsible person or group may be required to repair or replace it.